



**Now Hiring: FULL-TIME COOK**

**Hours are 5:45 a.m. - 2:15 p.m. and includes every other weekend**

**Pay \$13.05 plus an additional \$2.00 weekend shift differential**

### **PURPOSE OF POSITION**

The purpose of this position is to perform food preparation tasks at Pleasant View Nursing Home under the direction of the Food Service Supervisor.

### **Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Reviews general and resident-specific menus, food quantities, recipes, food inventories, serving procedures, and handling with Food Service Supervisor on daily basis for breakfast, lunch, dinner, and special events.
- Performs food preparation tasks including advanced thawing meats, combines ingredients according to recipes and required quantities, bakes items, cook soups, prepares desserts, etc. according to general and specific menus.
- Maintains safe food handling and storage procedures and practices. Monitors and performs cleaning food preparation surfaces, utensils, equipment, pots, pans, trays.
- Supervises and assigns daily tasks to Food Service Workers and Cook's Helper.
- Performs other cooking and cleaning tasks as assigned.
- Directs and supervises food preparation in absence of Food Service Supervisor.
- Acts as contact person for units and replacement of call-in, absent, and/or part-time employees in the absence of Food Service Supervisor.

### **Physical Requirements**

- Ability to operate equipment and machinery requiring simple, periodic adjustments, such as food mixers, blenders, slicers, grinders, and steam kettles. Ability to move and guide material using simple tools
- Ability to coordinate eyes, hands, feet, and limbs in performing slightly skilled movements such as cutting food. Ability to use food preparation utensils. Ability to stand for 2 or more hours or extended periods of time during a work day
- Ability to exert moderate physical effort in sedentary to light work, involving climbing, balancing, kneeling, stooping and crouching
- Ability to exert mildly heavy physical effort in moderate to heavy work including lifting/carrying (0-34 lbs. approximately 34-66%; 35-100+ lbs. approximately 1-33%)
- Ability to place and remove items at or above eye level
- Ability to combine and harmonize characteristics of colors, tastes, odors, textures of food. Ability to recognize harmonious or contrasting combinations of characteristics as well as the ability to recognize individual similarities or differences between characteristics

**Additional Duties:**

- Menu planning assistance
- Sharing ideas in creative atmosphere
- Assist in supply ordering
- Oversight of schedules/weekly assignment sheets/Production Sheets
- Coordination of Sr. Meal production, billing and transport
- Employee training coordination
- Special Menu/event assistance
- Planning/Execution of Club 48 Café
- Basic understanding and use of Microsoft Excel and Word programs

If interested, applications and full job description can be accessed on our website at <http://www.co.green.wi.gov> or picked up at Human Resources office located at N3152 State Rd. 81, Monroe WI 53566 anytime between 8 a.m. - 4:30 p.m. Completed applications can be emailed to: [sbroughton@greencountywi.org](mailto:sbroughton@greencountywi.org) or mailed to Human Resources.

*Green County is an equal opportunity employer, the County of Green will not discriminate on the basis of handicapped status in admission or access to or treatment of employment or in its programs, services or activities. Green County requires a drug screening as part of its employment process. Upon hiring, a physical exam is required.*